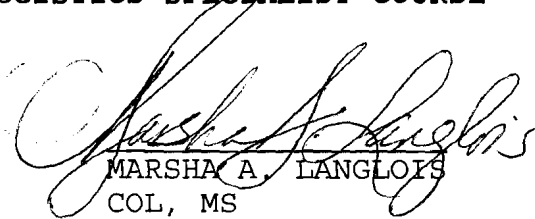
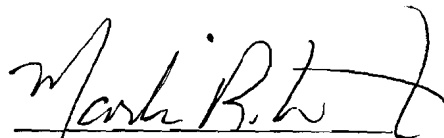
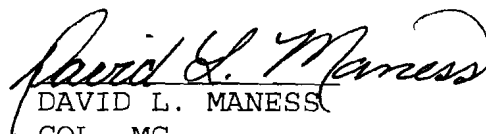


U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
ACADEMY OF HEALTH SCIENCES  
DEPARTMENT OF HEALTH SERVICES ADMINISTRATION (DHSA)

STUDENT EVALUATION PLAN  
551-91J10  
MEDICAL LOGISTICS SPECIALIST COURSE

  
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DATE APPROVED: 8 June 2006

This Student Evaluation Plan supersedes the 551-91J10 SEP, 12 Mar 2005.

MCCS-HFE

STUDENT EVALUATION PLAN  
551-91J10  
Medical Logistics Specialist Course

**I. PREFACE.** The purpose of this Student Evaluation Plan (SEP) is to establish policies, assign responsibilities and prescribe procedures for the execution of the 551-91J10, Medical Logistics Specialist Course. The policies and procedures prescribed herein shall apply to all individuals attending the course.

**II. COURSE DESCRIPTION.**

A. The Medical Logistics Specialist Course (551-91J10) is a five-week, three-day course conducted at the U.S. Army Medical Department Center and School (AMEDDC&S), Fort Sam Houston, Texas. Satisfactory completion of this course will qualify enlisted personnel for award of Military Occupational Specialty (MOS) 91J, Medical Logistics Specialist.

B. The course provides training in medical logistics procedures used in Table of Distribution and Allowances (TDA) and Modification Table of Organization and Equipment (MTOE) medical units. It is comprised of conferences, discussions and hands-on skills training. Major areas of concentration include: publications and directives, medical materiel accounting procedures, medical materiel property control procedures, and medical logistics functions at the organizational level.

C. Prerequisites. This course is open to Active Army (AA) CPL/SPC non-promotable and below, National Guard and Army Reserve SSG and below, International Students, and Department of Defense (DOD) civilians. AA and Reserve Component (RC) Soldiers holding MOS 91A, 91K, 91P, 91V and 91WM6 will not be considered for attendance. Enlisted women who are pregnant will be processed IAW AR 635-200 and Paragraph V.G of this SEP. Soldiers must have no history of a felony conviction; no weapons, ammunition, explosive, or arson charges; any drug activity involving illegal possession, buying, selling, or distribution (dealing) of controlled substances or synthetics; violence against person or property; and no sexual misconduct. A minimum physical profile serials (PULHES) of 222332 is required and only applies to initial entry Soldiers and will not be used as a prerequisite for Soldiers reclassifying into this MOS. A minimum score of 95 in aptitude area clerical (CL) in Armed Services Vocational Aptitude Battery (ASVAB) test administered prior to 2 January 2002; a minimum score of 92 in aptitude area CL on ASVAB tests administered on or after 2 January 2002 and prior to 1 July 2004;

and a minimum score of 90 in aptitude are CL on ASVAB tests administered on and after 1 July 2004 is required.

D. Service Obligation. The service remaining requirement (SRR) for in-service active Army Soldiers upon completion of the course is nine months IAW AR 614-200, Chapter 4, Table 4-1. SRR for the RC is governed by NGR 351-1 (4 years) or AR 135-200 (2 years). As an exception to policy, the requirement to fulfill the Ready Reserve obligation for United States Army Reserve (USAR) Soldiers is temporarily waived upon completion of the course. This policy will be effective for the duration of partial mobilization. When reporting to the AMEDDC&S for training, Soldiers who do not meet the SRR will not be accepted into the course unless the SRR is fulfilled.

E. Special Information. National Guard and Army Reserve SSGs will receive an Academy of Health Sciences U.S. Army Certificate of completion for attending this course. Additional skill level 30 training is required to be awarded the MOS.

F. Actions concerning International Military Students (IMS) are IAW AR 12-15 and will be coordinated with the International Military Student Office IAW AMEDDC&S Reg 351-12.

**III. PURPOSES OF EXAMINATIONS. As a Student, you will be evaluated on a regular basis. The purposes of the examinations include but are not limited to the following:**

A. Monitor and measure the degree to which you have achieved the stated course objectives.

B. Provide you feedback on academic progress or achievement.

C. Support the decisions for counseling, academic probation, relief, and new start procedures.

D. Determine your class rank, in comparison to other students, for recognition and awards.

E. Provide feedback to the Program Director on the effectiveness of instruction and instructional materials.

**IV. COURSE REQUIREMENTS. To graduate from this course, you must achieve the required academic and nonacademic standards.**

A. Academic Standards.

1. You must attain 70% or greater on all examinations and achieve a cumulative academic average of 70% to pass this course.

2. If you fail an exam, you will be provided remedial training and an opportunity to be retested.

B. Nonacademic Standards.

1. Standards of Conduct. Conduct such as cheating, disrespectful behavior, personal appearance, substance abuse, insubordination, sleeping in class, tardiness, and fraternization with instructors will not be tolerated. School policies will be strictly enforced IAW Uniform Code of Military Justice (UCMJ) and AMEDDC&S Reg 351-12 as applicable.

2. Physical Fitness.

a. A record Army Physical Fitness Test (APFT) will be administered during the last two weeks of training. In order to graduate from this course, you must pass the record APFT with a minimum of 180 points (60 points per event) IAW AR 350-41, TRADOC Ref 350-6, and FM 21-20. Exceptions (waivers) to the APFT requirement may be processed for approval by the Commandant, Academy of Health Sciences, IAW AMEDDC&S & FSH Reg 351-12, Section 4-3.

b. IAW TRADOC Reg. 350-6, accessions standards for body composition apply during the first 6 months of the IET Soldier's active duty service. The standards of AR 600-9 are applicable only after the initial 6-month period of service. Prior service Soldiers and MOS-Training (MOS-T) Soldiers are required to meet the body composition standards of AR 600-9.

c. United States Army physical fitness and weight standards do not apply to international or civilian students. International students may participate in physical fitness training on a voluntary basis. Failure to achieve the minimum passing score on the APFT will not be noted on international students' academic report, but voluntary participation and passing test scores may be noted.

3. Training Exercise. During the course, all students must participate in a Situation Training Exercise (STX)/Field Training Exercise (FTX). This exercise reinforces tasks taught during the course and failure to participate in the training exercise will cause you to be relieved from the course or recommended as a new start.

4. You are required to read the contents of this SEP and sign the Acknowledgement Memorandum (See Appendix C) during the first day of class.

## V. POLICIES/PROCEDURES.

### A. Examination Types/Procedures.

1. You will take eleven examinations during the course. You must attain at least 70% on all examinations to graduate. A list of examinations, the type of exam, and possible academic points are listed in **Appendix A**.

2. The following subject areas may be tested on the same day as the delivery of instruction.

a. Publications and Directives

b. Quality Control

c. Medical Materiel Storage, Handling and Safety Procedures

### 3. Administrative Procedures.

a. Rescheduling Examinations. Examinations will be rescheduled if you were authorized to be absent during the examination period. In cases where the student's absence is unauthorized, the Program Director will decide whether to afford the student an opportunity to be tested.

b. You will be informed of the results of your performance as soon as possible following each examination. Post-examination reviews will be conducted to provide detailed performance feedback, identify the correct answer for each item, discuss scoring criteria, and settle any student disputes.

### B. Remedial Training/Retest.

1. If you fail an examination (score below 70%), you will be counseled and provided remedial training to restudy the material and practice skills prior to undergoing a retest IAW TRADOC Reg 350-6 and AMEDDC&S Reg 351-19. Remedial training and retesting is considered academic time, but will be performed before or after normal classroom instruction. Remedial training and retesting will not occur on the same day.

2. The maximum score you can achieve for a retest is 70%.

3. If you fail a retest, you will be counseled and possibly recommended for removal from the course IAW AMEDDC&S Reg 351-12.

4. If you do not comprehend the course subject matter, you may request assistance from the instructor staff at any time.

C. Student Counseling. Academic and Nonacademic counseling will be conducted IAW AMEDDC&S Reg 351-12. Counseling provides you an opportunity to review your progress during the course and gives your counselor an opportunity to impact your academic development.

1. An Academic Counselor will be assigned to you during the first week of the course.

2. Frequency of Counseling. You will receive initial counseling by your academic counselor within the first week of the course. Thereafter, counseling will be conducted weekly throughout the course. At a minimum, you will be counseled at least four times during the course. You will also be counseled if you fail an examination.

3. You may request academic counseling at any time throughout the course from the staff.

4. Documenting Counseling Sessions.

a. Initial and Weekly Counseling. Counseling will be recorded on the Record of Student Counseling, CSFS Form 123-E-R or CSFS Form 123-1-E-R.

b. Negative Counseling. Counseling for poor academic or duty performance, deficiency, or misconduct is recorded on a DA Form 4856, Developmental Counseling Form.

D. Grading. Grades and percentages are determined utilizing a 1000 points academic system. A cumulative academic average (final grade point average) is determined by dividing your total points achieved by the total number of possible academic points (See Appendix A).

E. Students on Academic Probation or at risk for academic probation.

1. Academic Probation. You will be placed on academic probation if you fail any of the eleven examinations or if your cumulative academic average falls below 70%. You will be removed from academic probation once you pass the retest and your cumulative academic average reaches 70%.

2. At risk for academic probation. You will be considered at risk for academic probation if your cumulative academic average falls between 70-74.99%. The purpose of identifying students at risk for academic probation is to:

- a. Help you identify performance problems and consequences, if corrective actions are not implemented.
- b. Advise you in ways to improve your performance.
- c. Provide you a means by which to measure improvement.

3. You will be required to attend mandatory study hall and you must demonstrate progress if you are at risk for academic probation. You will no longer be considered at risk for academic probation once your cumulative academic average reaches 75% or higher during the course or if your cumulative academic average reaches 70% after the final exam.

F. Student Relief/New Start. In accordance with AMEDDC&S Reg 351-12 and TRADOC Reg 350-6, your Academic Counselor, with concurrence of the Program Director, may recommend that you be relieved from the course or placed as a new start in a different cycle for any of the following reasons:

1. Academic. You may be recommended for relief or new start if you fail to meet academic course requirements described in this document.

2. Nonacademic.

a. You may be recommended for nonacademic relief or new start if you fail to meet the nonacademic standards described in this document.

b. You may also be recommended for relief or new start if you have cumulative absences of 8 hours or more for emergency leave, hospitalization, incarceration, illness, etc.

3. Procedures.

a. If the Class Advisor recommends you for relief or new start from the course, you will receive a copy of the Recommendation for Student Action, CSFS Form 29-E-R, as prepared for the Course Director's signature. The academic relief process follows the flow chart at Appendix B.

b. If the decision is to afford you a new start, you will normally be held over to join the next 91J class.

c. Grades received during the class preceding your new start will not be carried forward. You will be required to repeat all blocks of instruction conducted during the course.

4. Student Appeal Process. Students recommended for relief or new start have the right to appeal IAW AMEDDC&S & FSH Reg 351-12. The class advisor will counsel you on the appeals process when you are provided with a copy of the Recommendation for Student Action. You must exercise this right within three duty days after being notified of such pending action.

#### G. Pregnancy

1. IET Soldiers. If it is determined that the Soldier is pregnant during the course, she will be referred to the unit commander under the provisions of AR 635-200, Chapters 8 and 11, as appropriate.

2. All others. If it is determined that the Soldier is pregnant during the course, the attending physician must make a determination if continuing the course would be harmful to the pregnant Soldier. The Soldier's commander will decide whether the Soldier will continue or be dismissed from the course. Dismissal will be for medical reasons and the Soldier will be eligible to return to the course.

H. International Military Students (IMS). Standards for IMS are IAW AR 12-15 and AMEDDC&S Pam 1-5. The IMS are expected to meet the same standards for graduation as U.S. students. However, due to language difficulty, cultural adjustment, and other considerations, the IMS are to be provided the following extended opportunities toward achieving the established course standards:

1. The class advisor shall conduct a personal orientation to explain course standards and expectations for successful completion.

2. The IMS are allowed up to one and one-half times the amount of time allowed U.S. students to take written exams, but the same amount of time to complete practical or hands-on exams.

3. The IMS will receive remedial training and a retest upon examination failure. Alternate testing methods, such as a verbal exam instead of a written exam, are authorized when the IMS has demonstrated an understanding of the content.

#### VI. SPECIAL RECOGNITION FOR STUDENTS IAW AMEDDC&S REG 351-10.



#### A. PROCEDURES.

1. Your class standing is determined by comparing your cumulative grade point average with those of other students in your class.

2. You will be nominated if you meet the selection criteria for Distinguished Honor Graduate (DHG) or Honor Graduate (HG) candidate.

3. Only one Distinguished Honor Graduate (DHG) will be selected per class unless no student meets the eligibility requirements.

4. In the event of a tie for honors, the Program Director will make the final decision based on the students' overall performance during the course.

B. Ineligibility for Honors. You will not be eligible to receive honors, regardless of cumulative academic average, if any of the following has occurred:

1. Received punishment, under the provisions of the UCMJ, for infractions committed while in student status at the AMEDDC&S.

2. Received formal counseling for improper behavior or personal conduct.

3. Received a failing grade on any examination or was placed on academic probation during the course.

4. Failed to meet height and weight standards and/or failed to pass the record APFT on the first try.

5. Received a new start date, due to academic failure of a previous 551-91J10 course, regardless of your cumulative academic average.

#### C. Types of Honors.

1. Distinguished Honor Graduate (DHG). The student who attains the highest cumulative academic average of 95% or higher; does not score below 85% on any exam and successfully passes all FTX/STX requirements is eligible. A certificate of recognition signed by the Commandant will be awarded to the selected student.

2. Honor Graduate (HG). The student(s) who attains a cumulative academic average of 90% or higher; does not score

below 80% on any exam and successfully passes all FTX/STX requirements is eligible. A certificate of recognition signed by the Commandant will be awarded to the selected student (s).

3. Commandant's List. The students who are in the top 20% (highest point totals) of the number of graduating students in a specific class, including the Distinguished Honor Graduate and Honor Graduate(s); have not scored below 75% on any initial exam; successfully passes all FTX/STX requirements s are eligible. A certificate of recognition signed by the Commandant will be awarded to the selected students.

**VII. ELIGIBILITY FOR DIPLOMAS.** You will be awarded a diploma, AMEDDC&S Form 205, upon satisfactory completion of the academic and nonacademic requirements of this course as described in this SEP.

**VIII. PROCEDURES FOR ARMY STUDENTS TO OBTAIN DOCUMENTATION OF ACADEMIC COMPLETION.**

A. The American Council on Education (ACE) evaluates AHS courses to recommend college credit value to colleges and universities. The Army/American Council on Education Registry Transcript System (AARTS) represents a partnership between the Army and the American Council on Education (ACE). The transcript documents an enlisted Soldier's military schooling and experience. The AARTS transcript provides college credit recommendations designed to help registrars and admission officers at civilian colleges and universities in their evaluation and award of credit for the Soldier's military learning experiences.

B. To request an AARTS transcript, visit the AARTS web site at <http://aarts.army.mil/> or send your written, signed request or completed DA Form 5454-R by fax or mail to:

AARTS Operation Center  
415 McPherson Ave  
Fort Leavenworth, KS 66027-1373  
Telephone: (866) 297-4427 or DSN 552-3269  
Fax (913) 684-2011 or DSN 552-2011  
E-mail: [aarts@leavenworth.army.mil](mailto:aarts@leavenworth.army.mil)

C. To apply for college credits, you must furnish documents specified in the ACE Guide to the civilian school(s) from which you want to receive credit. The civilian school(s) will decide on acceptance of ACE credit recommendations and hours to be credited.

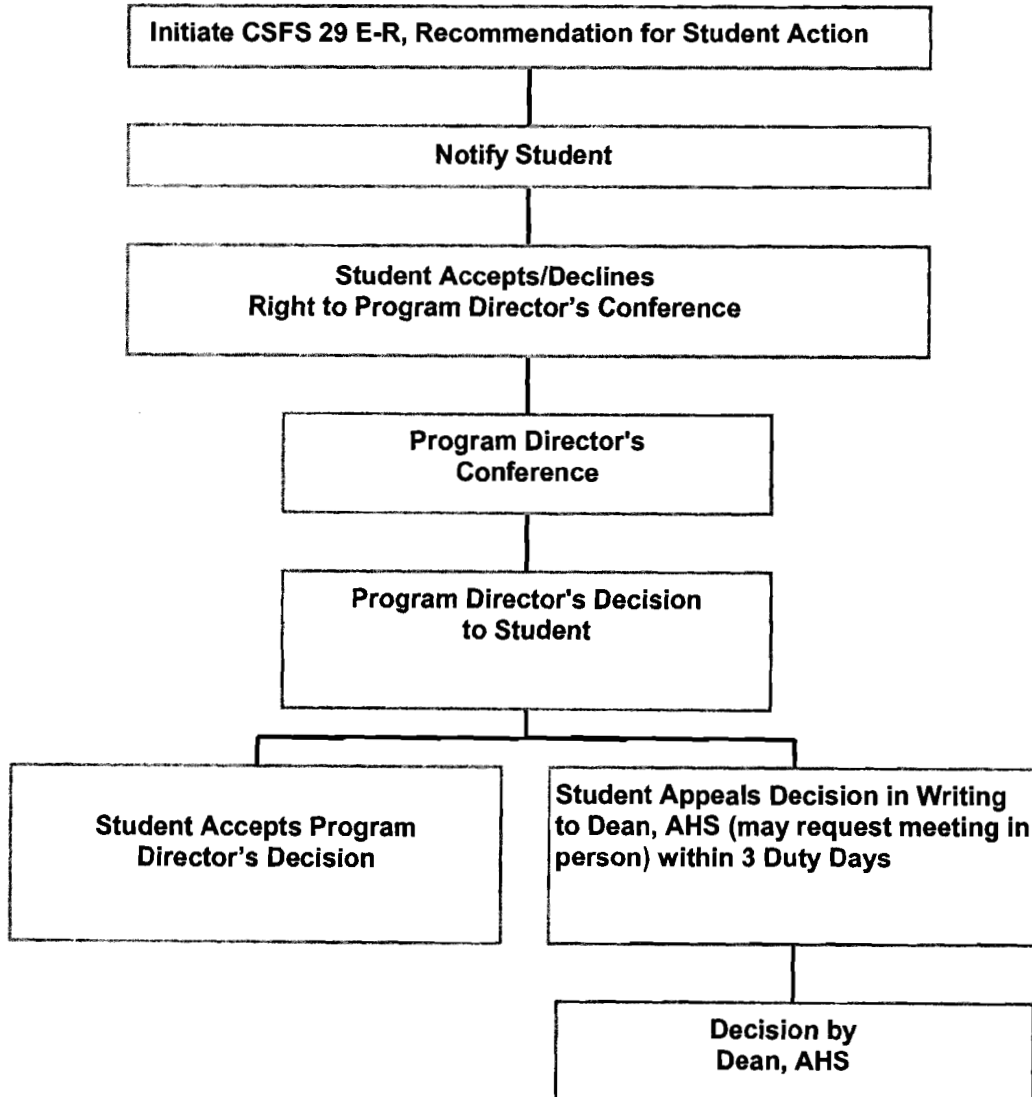
D. Application Assistance. The Education Services Officer from the Army Education Center can assist you in preparing DD Form 295, Application for Evaluation of Learning Experiences During Military Service, to obtain recognition from civilian schools.

**IX. ACADEMIC EVALUATION REPORTS (AER).** Your Academic advisor will prepare your DA Form 1059, Academic Evaluation Report. You must attain a cumulative academic average of at least 75% to receive "Achieved Course Standards" on your Academic Evaluation Report (AER) and 70%-74.99% to receive "Marginally Achieved Course Standards". You must graduate in the top 20% of your class in order to receive "Exceeded Course Standards". You may obtain additional information concerning Academic Evaluation Reports by referring to AR 623-1.

APPENDIX A  
Course Lessons and Academic Points

Examination Title	Type	Points
Universal Data Repository (UDR)	Graded Practical Exercise	100
Inventory Management	Written and Graded Practical Exercise	100
Property Control	Written and Graded Practical Exercise	200
Theater Army Medical Management Information System (TAMMIS)	Graded Practical Exercise	150
Defense Medical Logistics Standard Support (DMLSS)	Graded Practical Exercise	150
Federal Logistics (FEDLOG) on CD-ROM	Graded Practical Exercise	50
Publications and Directives	Written	50
Quality Control	Written	50
Medical Materiel Storage, Handling & Safety Procedures	Written	50
TAMMIS Manual	Graded Practical Exercise	50
DMLSS Practical Exercise	Graded Practical Exercise	50
Total possible academic points		1000

APPENDIX B  
ACADEMIC RELIEF FLOW CHART (ENLISTED PERSONNEL)



## APPENDIX C

## STUDENT EVALUATION PLAN ACKNOWLEDGEMENT MEMORANDUM

Date \_\_\_\_\_

MCCS-HFE

SUBJECT: Acknowledgement of Reading Student Evaluation Plan  
(SEP)

1. I have read and understand the Student Evaluation Plan (SEP) for the Medical Logistics Specialist 551-91J10 Course. All questions I had pertaining to the SEP were answered prior to signing this memorandum.

2. I have also been informed of the counseling requirements IAW AHS Reg 351-12.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Print Name